



Welcome to Solano HOA !!

Congratulations on your new home, and welcome to the neighborhood. Solano is one of the HOAs in the Las Campanas community, and we are excited to have you as our neighbor. We hope you will become part of, and enjoy, all that Solano has to offer ... Social Activities, HOA Board Committee opportunities, and all of the fine residents of Solano.

The Welcome Committee has compiled some information in this Welcome Packet that might help you get to know the Solano HOA and Las Campanas Community Association.

Please visit the **Solano Website** at: <https://www.SolanoHOA.com>. Click on "Contact Us" to receive your Password. Solano HOA Forms are also available on the website.

~ Forms: Compliance Complaint, Landscape Maintenance, Design Modification

Solano HOA Email Address: Solano.hoa.gvaz@gmail.com

Master Association Las Campanas (LCCA) website: <https://lascampanas.info/>

We hope you find the information helpful. If there is any additional material you would like to see included in this packet, please let us know.

Sampling of Solano Social Events

Held in the Past or Present

Pre-Spring Potluck and Bingo Party



*Solano Welcome Back Party *

Solano Community Picnic

*Spring Fling Social *

*Ice Cream Social *



*Halloween *

Garage Sale in November

Christmas Caroling



Solano HOA Informal Gatherings at Corner of Union Bell and Royal Bell-
BYOB Beverage and Chair and Meet Your Neighbors

Either Coffee or Cocktails (Seasonal)



Free Lending Library Located at Corner of Union
Bell and Royal Bell



Solano

Homeowner's Association

Rules & Regulations

As Of January 2024

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Introduction

This document is a compilation of requirements contained in Las Campanas CC&R's, Bylaws and Architectural & Design Guidelines documents, and each derived rule may be traced back to the originating source document requirement. This packet is the Solano Rs&Rs, and is in addition to the Las Campanas Rs&Rs, and is within the Las Campanas Master Assn.

The Board of Directors, at its discretion, may adopt, amend, or repeal these Rules and Regulations as it deems reasonable and appropriate. Members may not challenge this document or changes after thirty (30) days, once adopted, amended, or repeal has been made.

The Solano Homeowners Association is responsible for maintaining the common areas within this planned community, as well as protecting the rights of the owners and tenants. It is with this responsibility in mind that the Board of Directors of the Association must enforce Rules and Regulations contained herein. The Board of Directors may grant authority to a managing agent to act on behalf of the Board of Directors in enforcing these Rules and Regulations. Said managing agent thereby has the responsibility of carrying out the actual notification of infractions and collection of any fees the Association incurs while enforcing these Rules and Regulations.

These Rules and Regulations are adopted to govern the use of common areas owned by the Association, govern the use and appearance of homeowners lots, and to regulate the conduct of homeowners, their tenants, and guests, so that Solano can remain a pleasant place to live.

Residents who have a disagreement or complaint with another resident are encouraged to resolve the matter between themselves before filing a formal complaint. To receive consideration, any complaint pertaining to an alleged violation of a rule or regulation published herein or found within our CC&Rs, Design Guidelines or Bylaws must be presented in writing, signed, and dated by the complainant, to the Board or its managing agent, per Arizona Law A.R.S. 33-1242 and A.R.S. 33-1803.

The appropriate committee shall review all written complaints and make its recommendations for action.

Architectural and Landscaping

Architectural

- a. Any alterations to the exterior of homes, whether in the front yard or back yard, must have written approval of the Architectural Chair (AC), Design Modification Request Form. (See website at SolanoHOA.com or brochure box by mailboxes for form).
- b. All exterior paint colors are to be chosen from the Solano approved paint colors chart. Color chips are accessible by contacting the AC.
- c. The homeowner has 120 days from the date of the Architectural Chair's (AC) approval to complete all improvements. In the event work cannot be completed within this time frame, a written request must be submitted for an extension.

Common Areas

- a. Willful damage to the common areas within the community is prohibited. The Board has the right to hold a homeowner liable for damage to the common area property, as a result of negligence, carelessness, or misuse of the usage of the common area as part of the homeowner's or tenant's living space. This would be construed as a violation of the Declaration or rules by a resident, the owner's family, tenants, or guest.
- b. No homeowner, or their tenant, shall add or remove anything from Solano common areas without the written permission from the Landscape Chair, or the Board.

Landscaping

- a. Major landscaping changes for any property must be submitted in writing to the Landscape Chair (LC) for approval prior to changes being initiated. (See website at SolanoHOA.com or brochure box by mailboxes for form).
- b. All plants must be chosen from the approved plant list found in the Las Campanas Design Guidelines Plant List found at: www.lascampanas.info
- c. All landscape lighting shall be pagoda style. No uplighting is permissible, due to Pima County Dark Skies Ordinance.
- d. Each homeowner shall maintain all landscaping on homeowner's lot in good condition and repair, neatly trimmed, properly cultivated and in an attractive and viable condition.
- e. Each lot shall be free of trash, rubbish, debris, weeds, odors, dead or decaying vegetation (including compost piles), and other unsightly material.
- f. Homeowners are required to maintain proper termite and pest control.

Vehicle Parking

- a. Owner vehicles shall be parked in an enclosed garage, or in the driveway within the boundaries of the homeowner's lot.
- b. Homeowner owned commercial vehicles, e.g. trucks, vans, buses, etc, are not permitted to be parked inside the Association. Commercial delivery vehicles may be parked temporarily to load/unload items.
- c. Homeowner or tenant parking outside of a garage or carport is allowed on paved areas only. ON-STREET PARKING IS NOT PERMITTED.
- d. Guest vehicles shall be parked on the driveway of the lot, or in front of the lot on the street. Street-side parking shall not impede the flow of traffic or access by emergency vehicles.
- e. Recreational vehicles such as campers, boats/trailers, utility trailers, motor homes, camper shells and tents may not be stored on any property within the boundaries of the Association, except inside an enclosed garage. Recreational vehicles may not be parked continuously on any street or driveway within the Association for a period exceeding 72 hours in a seven (7) day period, and only for the purpose of loading/unloading.
- f. Recreational vehicles and trailers shall be properly marked with reflectors, traffic cones, etc., whenever they are (expanded and) located in the street and/or sidewalk to ensure the safety of pedestrians and motorists. Streets must remain passable by emergency vehicles.
- g. Parking of any vehicle shall be in compliance with Arizona traffic codes. For example, vehicles shall be parked away from intersections, stop signs, driveways, fire hydrants, etc. There shall be No Parking on Sidewalks.
- h. Parking against the flow of traffic is not allowed.

Vehicle Repairs

- a. Repairs or restoration on any motor vehicle, boat, trailer, or other type of vehicle by owner or lessee resident or guest shall not be conducted upon any lot or common area, except wholly within the homeowner's garage.
- b. Vehicles, or parts thereof, which are in a wrecked, dismantled, or inoperative condition shall not be parked or placed on any property within the Association, unless they are in an enclosed garage.

Operation of Vehicles

- a. Every person operating a vehicle within Solano shall obey all traffic control devices and rules of the road applicable under Arizona Revised Statutes (Title 28) and these Regulation.

Age Restrictions

Solano is an age-restricted development. Therefore, at least one (1) occupant per household must be 55 years of age, or older unless the original owner purchased the property under the 20% rule that allows persons of 45 years or age to own the property. A property purchased under the 20% rule may only be resold under the fifty-five (55) year old age limitation. A person(s) under the age of 18 years shall not reside in Solano for more than ninety (90) days during any twelve (12) month period.

Disturbances/Nuisances

- a. All lots shall be maintained so as not to detract from or affect the appearance or quality of any neighboring lot.
- b. Owner(s) and occupants shall exercise reasonable care to avoid making or permitting to be made loud, disturbing, or objectionable noise. Homeowners shall refrain from operating loud equipment from 6PM and 7AM.
- c. Any activity or condition on the homeowner's property that creates an obvious nuisance for other homeowners is prohibited.
- d. Hanging, drying, or airing, of clothes, towels, rugs, etc. outdoors is prohibited. No visible clotheslines or other devices used to hang clothes are permitted within Solano Homeowners Association.
- e. Recreational fires are to be kept at least 25 feet from any structure. If any fire creates a health hazard or nuisance for a neighbor, it is to be extinguished. No fires are allowed during Area Burn Bans.

Pets and Animals

- a. All pets shall be restrained on a 6-foot hand-held leash when not confined to the owner's fenced property. An owner must clean up any solid waste deposited by homeowner's pet and must be disposed of said waste in the owner's trash receptacle.
- b. Pets shall not be allowed to make an unreasonable amount of noise, nor become a nuisance. If neighbors make complaints, the pet's owner(s) shall be notified in writing to remedy the situation. If the Board continues to receive complaints from neighbors, the owners shall be asked to keep the pet(s) inside the house or remove them from the premises. If owner(s) fail to remedy the situation, the Board shall report the problem to Pima County Animal Control for further action.
- c. Pet owners must comply with Pima County ordinances and regulations of Solano Homeowners Association.
- d. Feeding of animals and birds in common areas, including the use of birdfeeders within the homeowner's property that hang over walls or otherwise encroach upon common areas, is not allowed, as this constitutes littering or common areas, and may attract pests, such as ants, rodent, javelinas, etc. Bird feeders must remain within the confines of the homeowner's property and be in compliance with all other rules. Feed blocks must be inside walls and never on top of them, must remain no higher than the walls, and be in an enclosed courtyard, if located in the front of the home. No feeders may be outside the courtyard in the front of the home without permission from the Architectural Chair. It should be noted that the feeding of wild animals is considered a hindrance to their natural order of life, and may create an unnatural dependence upon such activity that may not be sustainable over time.

Business Operations

A business, trade, or activity may be conducted on any lot within the Association, provided that it is totally confined to the inside of the home and does not create a nuisance to the neighborhood from noise, parking, or obstructing traffic or create excessive traffic. It shall not in any way increase insurance rates to the HOA, surrounding neighbors, or interfere with the quiet enjoyment of neighbors.

Signs

Only signs pertaining to Solano maintenance, Association functions and management or safety purposes will be allowed in the common areas. Signs inside the areas of the Association are:

- a. Owner(s) shall be allowed to place one "For Sale" sign on homeowners' lot during which time a home is being sold. Sign shall be removed within 30 calendar days of home being sold.
- b. Owner(s) shall be allowed to place one portable "open house" sign on homeowner's lot during a realty company open house, or while open by the owners, and shall be removed at the end of the open house.
- c. Homeowners may display political signs on homeowner's property within 71 days of a primary election. Signs must be removed no later than 15 days after the general election. If a candidate does not advance to the general election, candidate's sign must be removed no later than 15 days after the primary election. Maximum aggregate TOTAL dimensions of all political signs on a member's property shall not exceed nine (9) square feet.
- d. Homeowners may display a small sign in homeowner's own front yard that indicates the home is protected by a security system.
- e. Owners may place temporary signs to indicate the location of a garage sale only during the hours of the sale. Such signs may not be driven into the ground, taped to signposts, or other means of attachment.
- f. Contractor's signs are permissible only during construction. They must be removed on the date the construction is completed.

Contractors

All contractors hired by owners shall be subject to all Rules and Regulations while inside the areas of Solano. Damage to streets, adjacent lots, or undisturbed open space shall be the responsibility of the lot owner. The Board of Directors, through the Architectural Chair, must approve repairs of such damage.

- a. Contractors shall be permitted to work between the hours of 7:00AM and 6:00PM. Construction workers may not enter Solano before 7:00AM and must leave no later than 6:00PM. Work may not be performed on Sundays, or on any major holiday. Exceptions shall be made for emergency repairs.
- b. No loud music/radios shall be permitted.

Contractors, cont'd

- c. Staging of construction materials on adjacent common areas is expressly prohibited. Construction materials, such as sand and rock may be stored on the street for a maximum of 72 hours, and must be properly marked with cones for traffic safety; additionally, must not block oncoming traffic and access for emergency vehicles. Clean-up of the staging area is the responsibility of the contractor, but ultimately, the homeowner. Any damage caused by violation of this rule will result in making repairs at the homeowner's expense.
- d. Consumption of alcoholic beverages or illegal drug use on construction sites is expressly prohibited. Also, workers are prohibited from bringing weapons into Solano. Failure to comply shall result in denial of access to Solano.
- e. Equipment or trucks shall be permitted to operate outside the limits of the building envelope or construction access areas designated on the approved construction site plan only when necessary, and with permission of either the Architectural Chair or a Board Member.
- f. Construction debris should be placed in an approved trash receptacle ("roll-off") as it accumulates, prior to removal from the site. The roll-off must be maintained within the building envelope, and not on the street, sidewalk, or any surrounding property. Architectural and Landscaping Guidelines require that any debris not placed in a roll-off shall be disposed of daily. Dumping debris or rinsing concrete trucks in any area inside the Association is expressly prohibited. The Contractor is responsible for clean-up of construction debris but ultimately, it is the homeowner's responsibility. Any damage caused by violation of these rules will result in making repairs at the homeowner's expense. Violation of these rules may also result in denial of access to Solano for the construction.
- g. Cuts to the street for utility hookups shall be made by utility company personnel only.
- h. During construction, each site shall be kept neat, and may be inspected daily to prevent it from becoming a public eyesore, safety concern, or affecting other lots or any other spaces. Any clean-up costs incurred in enforcement of this requirement will be billed to the lot owner. Dirt, mud, rocks, and debris resulting from activity on a construction site must be removed daily from the roads, sidewalks, open spaces and driveways, or other portions of Solano affected by the construction.

Contractors, cont'd

- i. All contractors should park in such a way as to not block other property owners and their guests from egress/ingress of their driveways. Parking should be on the sides of the street only. Roadways should never be blocked for easy passage of emergency vehicles. Contractors and their sub-contractors are not allowed to park their vehicles around the perimeter of a cul-de-sac, which would block the flow of traffic. Whenever possible, parking of construction traffic should be within the building envelope.
- j. All construction vehicles and workman's vehicles must observe the posted speed limits, and must observe all normal modes of driving, such as keeping to the right of the road.

Tenants

- a. A copy of the Rules and Regulations of Solano Homeowner's Association shall be kept in a leased home, and tenants shall be made aware of the Rules and Regulations. It is the landlord's responsibility to make sure their tenant is following all rules and regulations of Solano Homeowner's Association.

Miscellaneous

- a. Skateboards, roller skates, ball playing, Frisbee throwing, and other similar activities are permitted on Solano roadways, provided such activities do not disturb other residents. Solano HOA is not responsible in any manner for the safety of individuals involved in such activities.
- b. Bicycle riding within Solano is permitted on paved roads only. Bicycles shall not interfere with the normal flow of vehicular traffic.
- c. All bicycle riders must abide by ordinances and rules of Pima County.
- d. Exterior light fixtures must have white or yellow bulbs.
- e. GARBAGE: No garbage or trash shall be placed or kept on any Lot or Parcel, except in covered containers, which are appropriately screened from View of Neighboring Properties, unless necessary to make the same available for collection; and then only for the shortest time reasonably necessary to effect such collection.

DEED ENFORCEMENT GUIDELINES

Per Arizona law A.R.S. § 33-1242 and A.R.S. § 33-1803, any complaint that is related to a violation within an HOA will not be anonymous. The person complaining of the alleged violation must provide their information in writing in regard to witnessing the violation using the complaint form provided by the HOA.

Once the Board of Directors, its appointed committee or its managing agent has reviewed a submitted complaint and determined that a violation of the Rules and Regulations, CC&R's, Design Guidelines or By Laws of Solano Homeowners Association has occurred:

- 1) The Board or Management must notify the member in writing, by delivery of first-class mail, giving the homeowner 10 calendar days from conveyance of letter to correct the violation. The notification shall contain, at a minimum, the following:
 - a) The provision of the Association's document(s) that has allegedly been violated.
 - b) Date of the violation or the date the violation was observed.
 - c) The process the homeowner must follow to contest the notice.
- 2) If the infraction is not resolved within 10 calendar days of receipt of courtesy letter, a certified letter shall be sent to the homeowner requesting their presence at a hearing to be set within 10 calendar days after conveyance of the certified letter. Under Arizona law, this letter must contain the following provisions:
 - a) The homeowner may contest the notice in person at the hearing by presenting information in defense of their continued noncompliance at this hearing. The Board will consider the homeowner's information in defense of their noncompliance before a decision is made on a plan of action.
 - b) If the homeowner is unable to attend, they may address the Board in writing in lieu of attending the hearing. The Board will consider the homeowner's information in defense of their noncompliance before a decision is made on a plan of action.
 - c) A certified letter detailing the plan will be mailed to the homeowner within 7 calendar days of the hearing. The homeowner will have 10 calendar days from conveyance of certified letter to comply with the plan provided by the Board.
- 3) If the homeowner does not respond in either manner within 10 calendar days after conveyance of the certified letter, the Board will meet at the appointed date/time and establish a reasonable plan to correct the infraction(s) in the homeowner's absence and lack of response in writing. The detailed plan will be sent to the homeowner by certified mail within 7 days of hearing. The homeowner will have 10 calendar days from conveyance of certified letter to comply with the plan provided by the Board.
- 4) If the homeowner does not take the necessary action laid out by the plan, the Board will hire the appropriate trade to make the correction(s) as per the plan at the homeowner's expense, per CC&R's 7.8, 7.10, 7.11.1 and 14.21.
- 5) If the Association incurs a cost correcting the infraction(s), the Association will provide the homeowner with a detailed invoice of costs via certified mail within 14 business days of completion of work.
- 6) Should the homeowner not reimburse the Association for corrective action taken by the Board within 30 calendar days of receipt of the certified invoice, the Board will begin the procedures required by the state of Arizona to place an assessment lien on the home in the amount of the invoice, plus a \$75 administrative fee, county filing fees, a yearly late fee of 10% of the unpaid amount, and an 18% per annum interest rate on the unpaid amount, per CC&R's 7.15.

FINES GUIDELINES

Adopted December 19, 2014

VIOLATION	NOTIFICATION PROCESS		PENALTIES
1. ARC Approval (includes landscaping modifications)	Friendly Reminder	Letter with hearing scheduled, may impose a \$150.00 fine	If attempts have not been made to resolve the issue by the next inspection an additional fine will be assessed (refer to below table)
2. Damage to Common Area	Friendly Reminder	Letter with hearing scheduled.	May impose a fine at actual cost for repair.
3. Landscaping	Friendly Reminder	Letter with hearing scheduled, may impose a \$150.00 fine	If attempts have not been made to resolve the issue by the next inspection an additional fine will be assessed (refer to below table)
4. Vehicle Parking	Friendly Reminder	Letter with hearing scheduled, may impose a \$150.00 fine	If attempts have not been made to resolve the issue by the next inspection an additional fine will be assessed (refer to below table)
5. Vehicle Repairs	Friendly Reminder	Letter with hearing scheduled, may impose a \$150.00 fine	If attempts have not been made to resolve the issue by the next inspection an additional fine will be assessed (refer to below table)
6. Nuisances	Friendly Reminder	Letter with hearing scheduled, may impose a \$150.00 fine	Letter with hearing scheduled, may impose a \$150.00 fine
7. Pets & Animals	Friendly Reminder	Letter with hearing scheduled, may impose a \$150.00 fine	Letter with hearing scheduled, may impose a \$150.00 fine
8. Business Operations	Friendly Reminder	Letter with hearing scheduled, may impose a \$150.00 fine	Letter with hearing scheduled, may impose a \$150.00 fine

FINES GUIDELINES: No fine shall be assessed until the Member who has committed a violation has been given due written notice.

Monetary fines for violation(s) of the governing documents and/or rules and regulations of the Association may be as follows:

- | | |
|--|----------|
| 1. First Violation | \$150.00 |
| 2. Second Violation (of the same nature) | \$300.00 |
| 3. Third Violation (of the same nature) | \$450.00 |

Solano HOMEOWNERS' ASSOCIATION

PO Box 64758, Tucson, AZ 85728

Phone: 520-867-6100

vivi@hbscommunity.com

solano.hoa.gvaz@gmail.com



COMPLIANCE COMPLAINT FORM

Person Who Observed the Violation	
Name:	Lot #:
Address:	
Phone:	
Address of the Property Allegedly in Violation of the Association's Governing Documents	
Date(s) the Violation(s) Occurred	
CC&R, Rules and Regulations and/or Design Review Guidelines That Were Violated	
Nature of the Violation(s)	

Per Arizona law A.R.S. § 33-1242 and A.R.S. § 33-1803, any complaint that is related to a violation within an HOA will not be anonymous. The person complaining of the alleged violation must provide their information in writing in regard to witnessing the violation in writing.

Signature of Observer: _____

Date: _____

SOLANO HOMEOWNERS' ASSOCIATION
 PO Box 64758, Tucson, AZ 85728 Phone: 520-867-6100
vivi@hbscommunity.com solano.hoa.gvaz@gmail.com
DESIGN And PAINT MODIFICATION REQUEST



Date: _____

Homeowner:	Phone:	E-mail:
Address:		Lot Number:
Description of Modification (includes House Repainting): (Attach additional sheets as needed for blueprints, sketches, specifications, and illustrations.) 		
Licensed contractor's name, address and phone number: 		
Materials: (Samples may be requested) 		
Colors: (for house repainting, list body and trim colors from the Approved Solano Paint Colors) 		
Dimensions of structure (width, height, length, etc.) <i>Note: Pima County requires setback of 10 ft in the rear, 25 ft in the front and 5 ft in the side yards for any building</i> 		
Estimated completed date: _____ <i>Homeowners have 120 days from date of the Architectural Chair's approval to complete all improvements.</i>		
Neighbors' approval attached (if required): _____		
Association Use Only:		
Date: _____	Approved: ☐ By: _____ Denied: ☐	
Contingencies that apply for approval: _____ _____		
Reason for denial: _____ _____ _____		

SOLANO HOMEOWNERS' ASSOCIATION

DESIGN And PAINT MODIFICATION REQUEST

Page Two

Please provide complete details of the intended modification and any other information requested. An accurate drawing of the intended modification, depicting both the modification itself and its location on the lot, must be attached and submitted as part of your request.

For Painting Modification Requests please find the **Solano Approved Paint Colors** and **Solano Paint Policy** by clicking on the link below or requesting this document from the Architectural Chair.

[Approved Solano Paint Colors](#)

Prior to review by the Architectural Chair, please sign below to verify the following:

1. The homeowners' dues for this lot are current.
2. The owner of this lot owes no liens, assessments or fines to the association.
3. It is understood and agreed to by the owner of this lot that:
 - a) The Architectural Chair has 30 days to respond to this request.
 - b) A copy of the request with the Architectural Chair's response shall be sent to the homeowner making the request.
 - c) No work on this request shall commence until the owner has received written approval by the Architectural Chair.
 - d) The owner agrees to comply with all applicable county and state codes and to obtain all necessary permits. Approval of plans, etc., shall not be construed to be a permit or an approval if in violation of the Pima County building codes or be in conflict with state law.
 - e) Homeowner is responsible for correcting any damage caused to common areas, streets or sidewalks or adjoining property. Material must be stored on Homeowner's property and access over common areas is not permitted without approval from the Architectural Chair.

Signature of Homeowner

Date

CURRENT ARCHITECTURAL CHAIR: Doug Hawks.

You can contact Doug at solano.hoa.gvaz@gmail.com

Solano HOMEOWNERS' ASSOCIATION

PO Box 64758, Tucson, AZ 85728

Phone: 520-867-6100

vivi@hbscommunity.com

solano.hoa.gvaz@gmail.com



LANDSCAPE MAINTENANCE REQUEST FORM

This form certifies that I am the owner of the below noted property and hereby request your approval of the following:

Name: _____ Lot Number: _____

Address: _____

Phone: _____

Action Requested:

Signature: _____ Date: _____

Note: This notice may be e-mailed or mailed to:

SOLANO HOMEOWNERS' ASSOCIATION

PO Box 64758, Tucson, AZ 85728

vivi@hbscommunity.com or solano.hoa.gvaz@gmail.com

FOLLOWING TO BE COMPLETED BY THE LANDSCAPE COMMITTEE/CHAIR

Approved by Committee _____ Date _____

Disapproved by Committee _____ Date _____

Comments: _____

- **Common Area Clean-up Request** – An owner who wants a particular common area cleaned up must make a written request to the Landscape Committee/Chair. The Landscape Committee/ has the discretion and authority to determine whether said common area is in need of attention and will prioritize a list according to the actual condition of each common area in question. The homeowner making the request will be notified in writing within 30 days of the request as to the disposition of their request.
- **Common Area Tree Trimming** – Upon written request from a lot owner, trees in Common Areas may be trimmed. The Landscape Committee/Chair has the discretion and authority to determine whether trees or plants in Common Areas are in need of pruning.
- **Appeal Process** – The decision of the Landscape Committee/Chair will be submitted to the Homeowner within 30 days of the request. A Homeowner aggrieved by the Landscape Committee/Chair decision may appeal that decision to the Board of Directors by making a written request for Board review within 10 days of receipt. All parties involved will be advised, in writing, of the hearing and will be invited to attend such hearing.